

## E-Z PRODUCTION RECORD INSTRUCTIONS FOR SMI REVIEW WEEK

1. **Site Name** - Record the name of the site or school.
2. **Date** - Record the date.
3. **Meal Type** – Check off meal type (breakfast or lunch).
4. **Total Number of Reimbursable Meals Served** - Record the total number of reimbursable meals served for breakfast or lunch.
5. **Menu Item** - List each menu item offered as part of the reimbursable meal. **Menu planners must also record condiments on production records.**
6. **Recipe or Product Name or Number** - Record the standardized recipe number used (i.e. *recipe #28*). All local recipes must be assigned numbers. For purchased food items that are not “recipes”, list the brand name of product (i.e. Goldkist Chicken Nuggets) purchased.
7. **Grade Group(s)** – Indicate the appropriate grade group used for meal planning at the school/site. Select from the chart below. (Do not indicate grade levels of enrolled students at the school/site.)
  - **Note:** If serving all children the same portion size (i.e. K-8 school), the higher grade grouping (7-12) must be used for all grades when planning menus.
  - If only one grade group is used, enter once and use an arrow down (↓).

Lunch		
Enhanced Food Based (Option 3)		*Traditional Food Based* (Option 4)
Preschool (if applicable)		4-12
K-6		K-3 (Optional)
7-12		Preschool (if applicable)
K-3 (Optional)		
<i>*Only for school food authorities (SFA's) with prior approval from state agency.</i>		
Breakfast		
	All Options	
	Pre-school (if applicable)	
	K-12	

8. **Portion Size** – For each menu item, record the planned portion size. Example: 5 chicken nuggets, ¼ cup peas, 2 tacos or 1 hamburger/bun.

If different portion sizes are planned for different grade groups, list on separate lines.

9. **Number of Portions Prepared**

For each menu item, record the number of portions prepared.

10. **Number of Portions Leftover** - For each menu item, record the number of portions leftover.

11. **Number of Portions Used** - For each menu item, record the total number of portions used.

$$\begin{array}{c} \text{Number of} \\ \text{Portions Prepared (9)} \end{array} \quad - \quad \begin{array}{c} \text{Number of} \\ \text{Portions Leftover (10)} \end{array} \quad = \quad \begin{array}{c} \text{Number of} \\ \text{Portions Used (11)} \end{array}$$

12. **Number of Portions Used (Reimbursable and Non-Reimbursable)** -

For each menu item, record the number of portions that were actually served to students as part of the reimbursable meal AND the number of non-reimbursable portions served. Non-reimbursable is defined as portions sold a la carte to students or adults and/or second portions sold or given away.

To determine a la carte sales:

- Use cash register keys;

- OR -

- Observe serving line(s) each day and manually record the number of non-reimbursable portions.

- OR -

- Instruct cashier to determine number of a la carte portions based on knowledge of student purchases.

**Note:** The total number of reimbursable and non-reimbursable portions must equal the figure entered in column 11: Number of Portions Used.

13. **Total Milk Usage** – Record, by type, the total number (reimbursable AND non-reimbursable) of 8 ounce portions or ½ pints of milk used.

14. **Prepared by** - Record the name of the person completing the production record.

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